Secretariat

25 October 2000

Administrative instruction

Outside activities

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of implementing staff regulation 1.2 (h), (o), and (p), and staff rules 101.2 (p) to (r), 201.2 (p) to (r) and 301.3 (p) to (r), hereby promulgates the following:

Section 1
Scope

The present instruction shall apply to all staff members appointed under the 100 series, the 200 series and the 300 series of the Staff Rules.

Section 2
General

Staff members engaging in outside activities authorized under the present instruction shall make clear to the organizers and participants in such activities, including any employers, that they act in their personal capacity and not as representatives of the United Nations.

Section 3
Outside occupation or employment

3.1 Under staff regulation 1.2 (o), a staff member shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General. For the purposes of the present instruction, the expression "occupation" shall include the exercise of a profession, whether as an employee or an independent contractor.

3.2 In accordance with staff regulation 1.2 (p), approval of an outside occupation or employment shall be subject to all the following requirements:

(a) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant. In determining whether this requirement is met, special attention shall be paid to the need to ensure that the outside occupation or employment would not in any way interfere with the staff member's ability to perform all his or her official duties, or call into question the impartiality and independence of the staff member as an international civil servant;

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(b) The outside occupation or employment is not against the interest of the United Nations. In determining whether this requirement is met, special attention shall be paid to the need to ensure that the occupation or employment does not reflect adversely upon the United Nations, and is compatible with its activities and goals;

(c) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs. No approval shall be granted when the visa status of the staff member, such as the G-4 visa in the United States, prohibits the holder from accepting employment or earning money from an occupation outside the Organization.

3.3 Special leave may be granted under staff rules 105.2, 205.3, or 305.2, as applicable, for the conduct of an outside occupation or employment approved under this section. While on special leave, staff members remain subject to the provisions of the present instruction.

Section 4
Activities related to the United Nations

4.1 Under staff rules 101.2 (p), 201.2 (p) and 301.3 (p), except in the normal course of official duties, prior authorization is required to engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(a) Issuance of statements to the press, radio or other agencies of public information;

(b) Acceptance of speaking engagements;

(c) Taking part in film, theatre, radio or television productions;

(d) Submitting articles, books or other material for publication.

4.2 Outside activities that are of benefit to the Organization or the achievement of its goals and/or contribute to the development of professional skills of staff members are usually not only permitted but encouraged, provided staff members exercise the utmost discretion with regard to all matters of official business and avoid any public statement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

4.3 Publication of material by a publisher other than a publisher legally subsidiary to any organ of the United Nations shall require the following disclaimer:

> "The views expressed herein are those of the author(s) and do not necessarily reflect the views of the United Nations."

4.4 Special leave may be granted under staff rules 105.2, 205.3 or 305.2, as applicable, for the conduct of an outside activity approved under this section. While on special leave, staff members remain subject to the provisions of the present instruction.

4.5 In addition to their United Nations emoluments, staff members authorized to perform an outside activity approved under this section may only accept from sources external to the United Nations accommodation, travel costs and subsistence allowance generally in line with those payable by the United Nations, in accordance

with staff rules 101.2 (s), 201.2 (s) and 301.3 (s). A subsistence allowance that may otherwise have been paid by the Organization shall be reduced accordingly. Staff members may not accept any additional fee, remuneration or honorarium, except for royalty or related payments for published material where such payment is allowed under local laws.

Section 5
Other outside activities

Social or charitable activities

5.1 Private non-remunerated activities for social or charitable purposes which have no relation to the staff member's official functions or to the Organization, and take place outside working hours or while the staff member is on leave, may be engaged in at the staff member's discretion. Staff members shall in every instance ensure that the activity is and remains compatible with their status as international civil servants.

Pursuit of studies

5.2 Studies that take place outside working hours or while the staff member is on leave may be engaged in at the staff member's discretion.

Political activities

5.3 In accordance with staff regulation 1.2 (h), staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants.

5.4 In accordance with staff rules 101.2 (q), 201.2 (q) and 301.3 (q), membership in a political party is permitted, provided such membership does not entail action, or an obligation to take action, contrary to staff regulation 1.2 (h). Payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

5.5 Candidature or appointment to political office, including at the local level, shall not be permitted.

Section 6
Procedures

Clarification procedure

6.1 A staff member may seek in confidence clarification as to whether a planned outside occupation, employment or activity would conflict with his or her status as an international civil servant.

6.2 At United Nations Headquarters, the request for clarification shall be addressed in writing to the Office of Human Resources Management, except for outside activities related to the United Nations listed in section 4 of the present instruction, for which the request shall be addressed to the head of department or office.

6.3 At United Nations offices away from Headquarters, all requests for clarification shall be addressed to the chief of the local personnel office.

6.4 A reply to the staff member's request shall be provided as expeditiously as possible.

6.5 Unless otherwise requested by the staff member, neither the request for clarification nor the reply shall be made part of his or her official status file.

Approval procedure

6.6 A staff member wishing to engage in an outside activity for which prior approval is required in accordance with sections 3 and 4 of the present instruction shall submit a request in writing through his or her supervisor to the executive officer at United Nations Headquarters, or to the local chief of personnel at United Nations offices away from Headquarters. Requests for approval shall specify the employer or sponsor of the outside activity, the nature, timing and duration of the activity, and any related remuneration, which requires specific approval under staff regulation 1.2 (l).

6.7 For requests to engage in an outside occupation or employment under section 3:

(a) At United Nations Headquarters, the executive officer shall forward the request for decision to the Office of Human Resources Management, together with his or her recommendation;

(b) At United Nations offices away from Headquarters, the chief of the local personnel office shall forward the request for decision to the head of office, together with his or her recommendation.

When approval is granted, it shall be for not more than 12 months at a time.

6.8 Requests to engage in the outside activities related to the United Nations listed in section 4 shall be submitted for decision to the head of department or office through the executive officer or the chief of the local personnel office, together with their recommendation. The opinion of the Office of Human Resources Management and any other relevant Office may be sought in case of doubt.

6.9 The executive officer or the chief of the local personnel office shall inform the staff member as expeditiously as possible of the decision on the staff member's request for approval. If the request is denied, the reason for the refusal shall be given.

Section 7
Final provisions

7.1 The present instruction shall enter into force on 1 December 2000.

7.2 Administrative instruction ST/AI/190/Rev.1 of 2 May 1983 is hereby abolished.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management